

DRAFT

**Minutes
Windsor Town Council Meeting
Town Hall
January 27, 2010**

The Windsor Town Council met in regular session on January 27, 2010 at 3:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Marvin A. Crocker, Jr. was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. He asked the Clerk to call the roll. Robin Hewett, Town Clerk, recorded the minutes. John L. Rowe, Jr., Interim Town Manager, Michael Stallings, Assistant Town Manager/Planning and Zoning Administrator, Joshua Pretlow, Town Attorney, and Chief Porti were also present.

Council members present:

- J. Clinton Bryant
- Wesley F. Garris
- William L. Jones
- Carita J. Richardson
- Durwood V. Scott
- Greg Willis

Mayor Crocker asked Councilman Bryant to give the invocation, and Councilman Bryant did. Mayor Crocker said there are several resolutions for Council's consideration and adoption.

Verizon – Resolution of Appreciation

Mayor Crocker said the first resolution is a resolution of appreciation for Verizon. He asked the Clerk to read the title of the resolution. Ms. Hewett read the title of the resolution as follows: "A resolution recognizing and thanking Verizon Communications Incorporated for their expedient and professional response to restore communication services."

Mayor Crocker said everyone is aware of the fire event that took place at the Verizon building on Church Street. He said the action that was taken by Verizon in restoring communication services was first class. He asked Mr. Stallings if he would like to make any further comments regarding this matter. Mr. Stallings said Verizon's response was very quick and professional. He said the Town would like to thank them for working the long hours over the Christmas and New Year holidays to restore the communication services. Mayor Crocker said he would also like to thank the Windsor Police Department and Isle of Wight County's Emergency Services Department for all their long hours and service they provided in aiding Verizon with the restoration of communication services.

Councilwoman Richardson made a motion to adopt the resolution entitled: *A Resolution Recognizing and Thanking Verizon Communications Incorporated For Their Expedient*

and Professional Response to Restore Communication Services. Councilman Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Late Item Number One – Appropriation Resolution For Repayment of Unused 2005-2006 Grant Funds

Mayor Crocker said along with the resolution is a detailed memorandum from the Interim Town Manager explaining this appropriation and also a memorandum from Chief Porti. He asked Mr. Rowe if he had any further comments regarding this issue. Mr. Rowe said he recommends that Council adopt the resolution after having the Clerk read the title of the resolution. He said the Police Department cannot receive any of the current grant funds from the Virginia Department of Criminal Justice Services (DCJS) until this amount has been paid. He said the Town purchased a projector and screen, and the actual cost was less than the amount of grant funds awarded to the Town. He said the unspent funds were not remitted back to DCJS at the close out of the grant in 2005-2006. Mr. Rowe said this is an unanticipated expense for the current budget year 2009-2010; therefore, he recommends that Council appropriate the sum of \$367 from the Unappropriated Fund Balance of the General Fund.

Mayor Crocker asked the Clerk to read the title of the resolution. Ms. Hewett read the title as follows: "A resolution appropriating the sum of \$367 from the unappropriated fund balance of the General Fund of the Town of Windsor to the Town's operating budget for fiscal year 2009-2010 for the repayment of certain unused grant funds to the Commonwealth of Virginia."

Councilman Garris made a motion to adopt the resolution entitled: *A Resolution Appropriating the Sum of \$367 from the Unappropriated Fund Balance of the General Fund of the Town of Windsor to the Town's Operating Budget for Fiscal Year 2009-2010 for the repayment of Certain Unused Grant Funds to the Commonwealth of Virginia.* Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Late Item Number Two – High Speed Rail Resolution

Mayor Crocker asked the Clerk to read the title of the resolution. Ms. Hewett read the title as follows: "A resolution endorsing the U.S. Route 460/Norfolk Southern corridor as the best alternative for providing high speed rail between Richmond and Hampton Roads Virginia." Mayor Crocker asked the Town Manager if he had any comments regarding this resolution.

Mr. Rowe said the Federal Government is trying to develop high speed rail and the stimulus bill adopted by Congress last year included funding for this initiative. He said the Virginia Department of Rail and Public Transportation (DRPT) is investigating improved passenger rail service between Richmond and Hampton Roads to ultimately connect to the Southeast, Northeast and Mid-Atlantic regions as an extension of the

Southeast High Speed Rail Corridor. He said DRPT has completed its draft report and its draft environmental impact statement, and it is inviting public comments. He said the report identifies two routes, one going from Richmond to Hampton Roads along the I-64 corridor, and one going from Richmond to Hampton Roads along the Route 460 corridor. Mr. Rowe said DRPT is asking for public comments, and he recommends that the Town endorse the Route 460 corridor as the best alternative for providing high speed rail service between Richmond and Hampton Roads with the adoption of the resolution before Council.

Councilman Garris made a motion to adopt the resolution entitled: *A Resolution Endorsing the U.S. Route 460/Norfolk Southern Corridor as the Best Alternative for Providing High Speed Rail Between Richmond and Hampton Roads Virginia.* Councilwoman Richardson seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Financial Report of the First Six Months of Fiscal Year 2009-2010

Mr. Stallings said as was done last year; the management staff has prepared a PowerPoint presentation to review the first six months of fiscal year 2009-2010. He said the continuing national recession is having a negative impact on some of the revenue sources. He said based on the revenue collection to date, staff anticipates General Fund revenues to be \$7,000 under the budgeted amount by June 30, 2010 if this trend continues. He said there has already been a budget policy implemented which freezes General Fund expenditures in the amount of \$17,508.

Mr. Stallings said the cash flow analysis for the General Fund and Water Fund remains normal for the first six months of the fiscal year. He said there is nothing unusual with the General Fund or Water Fund cash flow.

Mr. Stallings said in reviewing the General Fund revenues, utility tax shows a collection of 55% of the budgeted amount for the first six months of fiscal year 2009-2010. He said the collection rate is down for personal property tax revenue, which is 83% of the budgeted amount for the first six months of this fiscal year. He said real estate tax revenue collection is higher this year than has been in the past six years. He said in the first six months of this fiscal year, the Town has collected 99.6% of the budgeted amount for real estate tax revenue. He said sales tax revenue is another area where the Town is experiencing the effects of the recession. Mr. Stallings said in the past, the Town has collected approximately 50% of the budgeted amount of sales tax revenue the first six months, but this year's collection is 45% of the budgeted amount. He said meals tax collection is running about the same as in the past two years. He said meals tax collection is down, which can be directly related to the economy. Mr. Stallings said cigarette tax revenue collection is up. He said for the first six months of fiscal year 2009-2010, the Town has collected 55% of the budgeted amount for cigarette tax revenue, which indicates that the Town will meet or exceed the budgeted amount.

Mr. Stallings said on the General Fund expenditures only 40.7% of the budgeted amount for fiscal year 2009-2010 has been spent. He said this percentage is the exact same percentage that was spent last year for the first six months.

Mr. Stallings said in reviewing the Water Fund, as with last year, water sales are down. He said water sales for the first six months of 2009-2010 are 4.4 million gallons less than that for the same period last year. He said even though the water sales are down, the amount of revenue the Town has collected for water sales is only down \$734 for the first six months of 2009-2010 in comparison to the same period last budget year.

Mr. Stallings said because of the good construction pricing on the Rural Development water project, the Town will save approximately \$27,000 annually on debt service cost, thus lessening the burden on the water rate. He said by the end of the fiscal year, the Town will have collected enough revenue to cover operating, maintenance and debt service.

Mr. Stallings said in summary the on-going recession is impacting General Fund revenue collections. He said staff anticipates that the Town's actual year-end revenues for the General Fund will be \$7,000 less than the amount budgeted. He said to reiterate again, management has already implemented spending freezes that will more than offset the difference in the amount of revenues budgeted versus the amount collected. He said the spending restrictions for the balance of the fiscal year will not negatively impact the delivery of Town services to its citizens.

Mr. Stallings said the Town's new budget format captures more detail, but in some ways, it is hard to compare the detail to the past budget. He said this is a transition year for the Town's financial reports, but a good benchmark year for going forward. He said the Town's overall financial condition remains sound. He briefly reviewed the draft 2010 budget calendar with Council.

Mayor Crocker said the financial report was well presented and thanked Mr. Stallings. Mr. Rowe said he would like to commend Mr. Stallings and Ms. Hewett for their hard work on the financial analysis. Council had a brief discussion of several revenue sources, such as personal property tax and cigarette tax. Council thanked staff for their aggressive efforts in the collection of delinquent real estate and personal property taxes.

Approval of December 2009 Treasurer's Report

Vice Mayor Jones asked the Clerk what the Town charges for returned checks. Ms. Hewett said the charge for returned checks is the same amount the bank charges the Town, which is \$7. She said she is not aware of a Town ordinance at the present time which states that the Town can charge an additional amount for a returned check. Mr. Pretlow said an ordinance can be put in place to have a charge on returned checks if Council so wishes. Vice Mayor Jones said he would like a report showing the amounts other surrounding localities charge for returned checks, and also the number of returned

checks the Town has in a fiscal year. Mr. Rowe said staff will research this matter for Council.

Councilwoman Richardson made a motion to approve the December 2009 Treasurer's report as presented. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Old/New Business

Councilman Scott said there was an article in the Daily Press stating that the Town of Windsor was in jeopardy of losing the stimulus funds for the sidewalk project. Mr. Stallings said the only comments he is waiting on regarding the project is from U.S. Fish and Wildlife. He said the project is on schedule, and he does not foresee not being able to meet the designated deadlines. Mr. Rowe said in his opinion the project has never been in jeopardy no more than any other project. He said typically a reporter gets all sides of the issue, and this particular reporter did not contact anyone at the Town office for any comments on this project. He said Mr. Stallings has been working diligently on this project.

Vice Mayor Jones made a motion to adjourn the meeting. Councilwoman Richardson seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5. The meeting adjourned at 4:10 p.m.

Marvin A. Crocker, Jr., Mayor

Robin Hewett, Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date Jan. 27, 2010

Motion #	Bryant	Jones	Garris	Richardson	Willis	Scott	M. Crocker
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
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Robin Hewett, Clerk